



**AMERICAN  
INTERNATIONAL  
SCHOOL OF JEDDAH**

*Excellence in the Pursuit of Dreams.*

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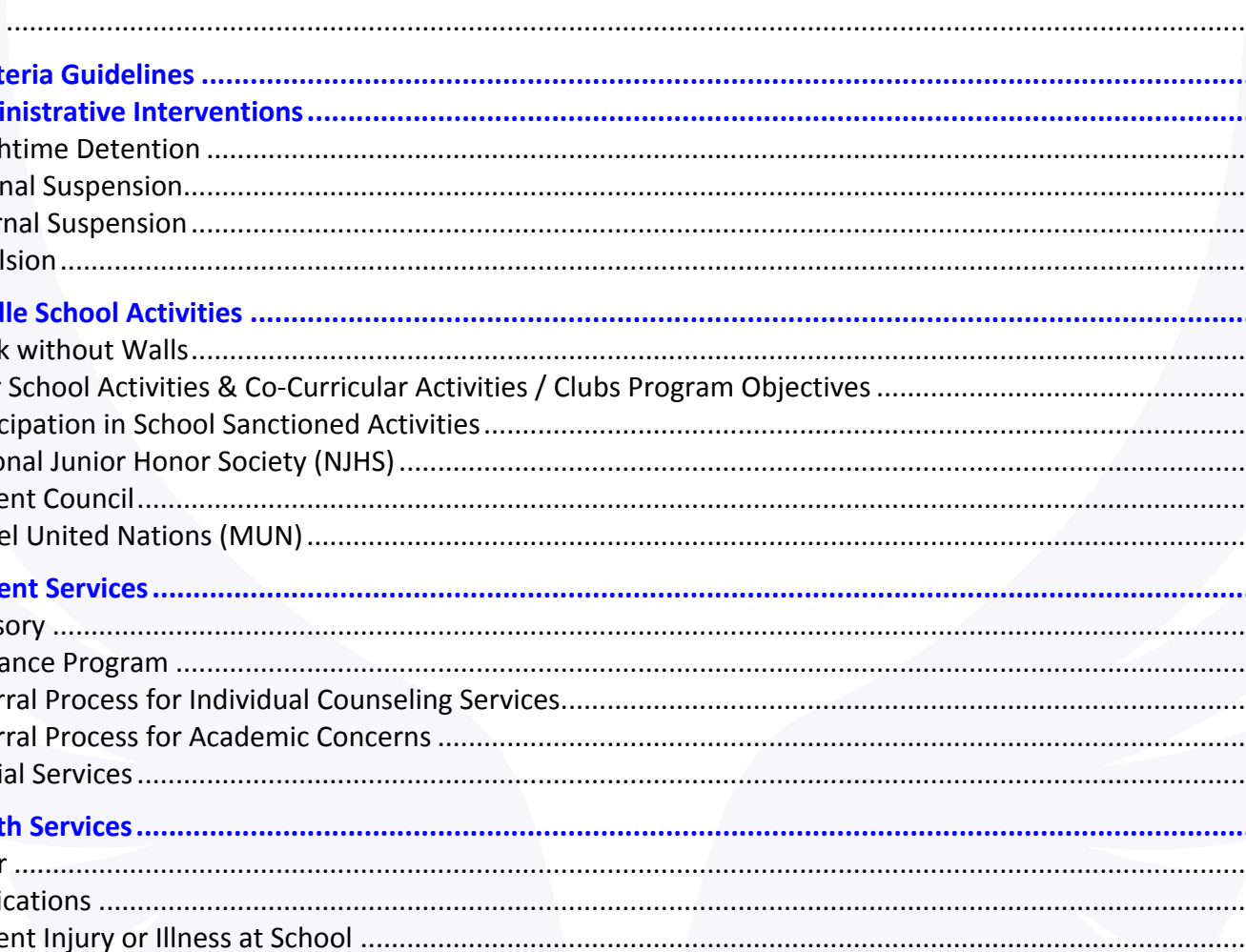
A large, light blue graphic of an eagle with its wings spread wide, facing left, serves as a background for the central text. The eagle's body is a solid light blue, while its wings are composed of multiple layers of curved, feather-like shapes, also in light blue, creating a sense of depth and movement.

## **Middle School Student & Parent Handbook**

Last Updated: October 17, 2017

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## Middle School Daily Time Schedule

Middle School Daily Schedule	
TIME	CLASS
8:00-9:25	Period 1 (85 minutes)
9:25-9:45	Break (20 minutes)
9:45-11:10	Period 2 (85 minutes)
11:10-11:50	Lunch (40 minutes)
11:50-1:15	Period 3 (85 minutes)
1:15-1:35	Break (20 minutes)
1:35-3:00	Period 4 (85 minutes)

Middle School Tuesday Schedule	
TIME	CLASS
8:00-9:00	Period 1 (60 minutes)
9:00-9:20	Break (20 minutes)
9:20-10:15	Period 2 (55 minutes)
10:15-11:00	Lunch (45 minutes)
11:00-11:45	Advisory (45 minutes)
11:45-11:50	Passing (5 minutes)
11:50-12:45	Period 3 (55 minutes)
12:45-1:05	Break (20 minutes)
1:05-2:00	Period 4 (55 minutes)

Middle School Half-Day Schedule	
TIME	CLASS
8:00-8:50	Period 1 (50 minutes)
8:50-9:05	Break (15 minutes)
9:05-9:55	Period 2 (50 minutes)
9:55-10:05	Break (10 minutes)
10:05-10:55	Period 3 (50 minutes)
10:55-11:10	Break (15 minutes)
11:10-12:00	Period 4 (50 minutes)

## Middle School Rotation Schedule

1A	2E	3B	4F	5C	6G	7D	8H
<b>A</b>	<b>E</b>	<b>B</b>	<b>F</b>	<b>C</b>	<b>G</b>	<b>D</b>	<b>H</b>
<b>B</b>	<b>F</b>	<b>C</b>	<b>G</b>	<b>D</b>	<b>H</b>	<b>A</b>	<b>E</b>
<b>C</b>	<b>G</b>	<b>D</b>	<b>H</b>	<b>A</b>	<b>E</b>	<b>B</b>	<b>F</b>
<b>D</b>	<b>H</b>	<b>A</b>	<b>E</b>	<b>B</b>	<b>F</b>	<b>C</b>	<b>G</b>

# **AISJ Identity Statement, Mission, Vision & Core Values**

## **Identity Statement**

Established in 1952, the American International School of Jeddah is a U.S. accredited Pre-K-12 college preparatory institution. We offer a rigorous American-based curriculum serving a diverse student body through a holistic approach.

## **Core Values**

We believe that...

- Quality education has the power to make a positive impact on individuals and societies.
- Honesty and integrity build a culture of transparency and trust.
- Passion and commitment motivate, inspire, and empower life-long learners.
- A school community thrives when there is open communication and collaboration.
- Respect cultivates positive relationships.
- Helping others benefits communities and leads to personal growth.
- Embracing cultural diversity develops relationships and enriches life.

## **Mission Statement**

Our mission is to inspire and facilitate learners through an authentic American education in order to nurture their passion for knowledge, so they may pursue their dreams and become successful global citizens.

## **Vision Statement**

Our vision is to be a distinguished learning community committed to excellence, innovation, and collaboration.

## **Mission Outcomes**

By 2021, each learner:

- Actively engages in the pursuit of knowledge.
- Demonstrates the active pursuit of dreams.
- Develops skills of a global citizen while actively contributing to the community.

## **Strategies**

Strategy #1: Communication

We will utilize an effective communication system to address both internal and external communications in order to achieve our Mission, Vision, and Mission Outcomes.

Strategy #2: Staff

We will attract, recruit, and retain excellent staff in order to achieve our Mission, Vision, and Mission Outcomes.

#### Strategy #3: Curricular Programs

We will systematically review and appropriately modify and/or adapt our curriculum alignment, instructional practices, and assessments in order to achieve our Mission, Vision, and Mission Outcomes.

#### Strategy #4: Co-Curricular Programs

We will promote, practice, and celebrate co-curricular programs throughout our school in order to achieve our Mission, Vision, and Mission Outcomes.

### **Strategic Delimiters**

We will not:

1. Adopt a new program or initiative unless it is aligned with our Mission, Vision, and Mission Outcomes.
2. Adopt a new program or initiative unless we abandon an existing one or utilize appropriate resources.
3. Establish any new program without the financial means and appropriate approvals.
4. Undermine our authentic American educational program.
5. Compromise our learners' safety.

## Attendance Policies

- Attendance will be taken at the beginning of every academic period.
- It is expected that a student will attend all classes each school day, on time, without being tardy.
- Students are expected to remain on campus from the time they are dropped off by a parent/guardian/driver/bus until dismissal.
- Students are expected to fully and constructively participate in all classes everyday.
- Parents must provide a Medical Doctors note to request an accommodation for a class for longer than 3 calendar school days (Example: Sprained ankle for PE).
- Parents **must** email or call the MS office the day their child is absent from school.
- Students wishing to contact their parents during the school day may do so at the breaks or lunch, not during class unless in the case of an emergency as determined by the Principal.

**If you need to reach your child during school hours, please call the Middle School office at 012-662-0051, ext. 401 or email [abaker@aisj.edu.sa](mailto:abaker@aisj.edu.sa)**

**Please do not call your child during instructional hours.**

## Absences and School Events

In order to participate in any school event (athletic practice, games, contests, concerts, socials, class field trips, etc.) a student **must** attend the entire school day on which the event takes place.

## Scheduled Absences

If a family is planning a scheduled absence, the student is required to do the following:

- Obtain a Planned Absence Form from the MS office.
- Have his/her parents complete their portion of the form, which includes the date(s) of the absences and their signatures granting consent.
- Circulate the form to each teacher, which includes contractual agreements about makeup assignments.
- Return the completed form with all the required signatures to the MS office **at least 3 days before** the planned absence.
- The makeup assignments must be completed and turned in on the day the students returns to school, unless the teacher allowed additional time to complete the assignments.

## Tardiness

- Students are expected to be in class on time, according to published start times.
- **A teacher may hold students in class during breaks/lunch in direct proportion to how tardy they are.**
- Excessive tardies (as determined by the Administration) may result in student losing break/lunch/recess privileges, as well as parent notification/conferences, until student chooses to stop being tardy.

***Students refusing to attend class are subject to Administrative intervention as appropriate.***

## Early Dismissal on Tuesday

School dismissal on Tuesdays is 2:00. Students must be picked up by 2:15 pm on Tuesday, as there is no supervision available. Students **MAY NOT** stay with a teacher, as this is time for teachers to meet as departments and grade levels to plan curriculum and activities for the students, and to have an opportunity to engage in professional development. Parents of students who are on campus after 2:15 will be contacted to pick up their child.





# Academics & Grading Guidelines

## Middle School Grading Policies

- A Middle School student's grade is based entirely on their Standards Based Learning Mastery. Attendance and Behavior choices will not affect a student's academic grades.
- Middle School teachers will use a 4, 3, 2, or 1 system of grading on Schoology for Summative Grades. Quarter grades on Renweb will be A, B, C, or D.
- Students may be provided the opportunity to improve Summative Grades (tests, quizzes, essays, projects, assignments, etc.) as long as they meet with the teacher of the subject in question and fulfill all the pre-conditions set by that teacher. In such cases, teachers will require the student to proactively demonstrate that he/she has demonstrated learning growth PRIOR to being allowed to improve their summative grades.
- Students seeking to improve their grades by making up late / missing work must do so 2 weeks prior to the end of the Quarter.
- Attendance and Behavior choices will be recorded on the Social and Behavioral Report that can be found in each student's Schoology account in their Advisory class.
- Middle School does not use GPA.

## Good Academic Standing

Students who maintain grade of all C's or higher, with no D's or F's on progress reports / quarter report cards are considered to be in **Good Academic Standing**. This permits students to participate in after-school activities, athletics and clubs.

Students who are not able to maintain **Good Academic Standing** may be recommended for **Learning Support** if appropriate.

## Ineligibility

- **Eligibility** is based upon student's current grade standings within Renweb. Students who have any D's on the Progress Report or Report Cards are considered **Ineligible**.
- Students who are **Ineligible** may not be permitted to participate in after-school activities, athletics, clubs, travel on school trips, or participate in events hosted at AISJ which are not curriculum based.
- An **Ineligible** student may regain eligibility by improving his summative grade through intervention sessions with the teacher(s) of the subject in question.
- A student may only be declared in Good Academic Standing after the teacher posts an updated Summative Grade.

## Academic Probation

- Students who are **Ineligible** for two consecutive quarters, or two quarters within the same academic year, will be placed on **Academic Probation**.

- A student who is placed on **Academic Probation** will be given one quarter to demonstrate they can meet the minimum academic requirements and achieve **Good Academic Standing**.
- **Students who consistently demonstrate an inability to achieve minimum academic requirements will be recommended to the Superintendent to be exited from AISJ.**
- Every effort will be made to ensure students are exited at the end of a semester so that school records will be continuous and courses passed will be transferable to another school.

## Honor Roll Recognition

### High Honor Roll

- All A's.
- No 2's or 1's (below average) on the Social and Work Habits Report Card.
- No in school or out of school suspensions for the grading quarter.

### Honor Roll

- All A's and B's. No lower marks.
- No 2's or 1's (below average) on the Social and Work Habits Report Card
- No in school or out of school suspensions for the grading quarter

### Citizen of the Month

- Students each month will have an opportunity to vote for fellow students for Citizen of the Month.
- The students selected by their peers receive a certificate during the monthly assembly.

**Students receiving any of these awards will receive them during Assembly.**

## Dress Code Guidelines

### Abayas

Girls who choose to wear abayas during the school day are expected to wear the complete school uniform underneath.

**All middle school girls who leave the school parking lot on foot at the end of the day must wear an abaya.**

### The AISJ Uniform Store

With the exception of pants and shoes and hats, all other parts of the AISJ uniform are to be purchased from the Uniform Store.

### Pants

Students are to wear loose fitting, long pants that are black, navy blue or khaki. Demin which is black or khaki are also acceptable for school uniform long pants. Long pants are not to have any holes or rips in them.



The style of pants for AISJ students should be similar to those pictured here, in solid black, navy blue, or khaki without cargo pockets, stripes, or logos.

### Shorts

Students are not allowed to wear shorts as part of their normal uniform. Shorts are to be worn only during PE and must be the PE shorts available in the office.

### Shoes

Students are to wear shoes that enclose the toes and surround the heel. MS students are active and like to run; athletic shoes are the best for them, especially on those days when they have PE class. Flip-flops, Birkenstocks, sandals and Crocs may not be worn to school, unless approved by the Principal.

### Shirts

Students must wear the AISJ uniform shirt purchased from the school uniform store. This polo has the school logo on it and is required for all students. Elementary school students wear red AISJ polo shirts and high school students wear white AISJ polo shirts. **Middle school students wear blue AISJ polo shirts.**

**Special event (AISJ Sports, Model UN, Clubs, Honor Society, etc.) shirts may be worn only on Thursdays or designated Spirit/Casual Days.**

### **Sweater and Sweatshirts**

Students are required to wear their uniform polo under the school sweatshirt. Even though we live in a very warm climate, many students require sweaters or sweatshirts to stay comfortable in the air conditioning. The school uniform store sells AISJ uniform hoodies with the AISJ logo. This will be the required outer garment for students. Students may also wear approved club sweatshirts.

- **Any student arriving at school with non-uniform shirt, pants, or sweatshirts will be provided with the appropriate ones from the school store and the cost will be billed to the family on the next invoice cycle.**
- **Students with unacceptable pants will be loaned a garment (scrubs) to be worn that day, which must be returned clean within 1 calendar week.**
- **Scrubs that are not returned within the 1 calendar week will result in a charge of SAR150 on the student's account.**

### **Physical Education (PE) Uniforms**

Students are expected to wear PE uniforms purchased from the Uniform Store when they have PE. This is the case for both boys and girls. Students who are not in uniform will not be permitted to participate in PE that day. Continual non-participation will affect the student's PE grade.

**Students must arrive to school in their regular school uniform and change for PE before class (not at the beginning of break). Students must change back into FULL regular uniform before leaving the locker room following PE class.**

### **Hats**

Hats may be worn during outdoor PE classes and other outdoor activities. Hats are to be removed while indoors and at staff requests without fail or argument from the student.

### **School ID**

Each AISJ student is issued a school ID, plastic sleeve and lanyard. Middle and High school students are expected to have their ID with them at all times while on campus. This includes evening events and activities that take place on weekends. Students who do not have their ID with them will be considered out of uniform and will be charged 50SAR for a replacement, or be sent home and marked as absent-unexcused. Students who habitually do not bring their ID's to school will have their parents contacted by the office to address this concern.

### **Spirit Day Dress Code**

The school administration may designate certain days throughout the school year as "Spirit Days." Clothing for spirit days must be modest and aligned with the prior guidelines, respecting the customs of the host country.

# Student Behavioral Guidelines

**Positive growth and learning is most successful when the parents of the student are active, supportive partners in this process.**

## Deliveries to Campus

In order to help maintain security at the gate, students **MAY NOT** go to the front gate to pick up any delivered items. The guards will send all items to the Middle School office.

## Public Displays of Affection (PDA)

The following actions are prohibited on the school premises and during school-associated activities: sitting on partner, kissing, prolonged hugging, and other obviously inappropriate behaviors.

## Assembly / Performances

- Students are expected to be respectful, responsible and safe as determined by the staff.
- Audience members are to arrive on time, remain seated and applaud appropriately.

## Prohibited Items

- Any item which presents a danger to the safety and well-being on students and staff, as determined by administration, is considered prohibited.
- Students bringing such items to school will be subject to discipline as determined by the Administration.
- Such items are, but not limited to, incendiary devices, imitation weapons, drugs, alcohol, tobacco, or any other item(s) that may cause physical harm, injury, or disruption to the school community.

**Depending on the severity of the prohibited items, suspension or possible expulsion may result as determined by Administration.**

## Substance Abuse

The use and/or display of illegal drugs or the consumption of alcohol by any individual is illegal under Saudi Arabian law. AISJ is a drug, alcohol and smoke-free campus. Use or possession of these substances on campus or during school-sponsored events is absolutely forbidden.

**Possession of any of these substances is grounds for out-of-school suspension and may jeopardize enrollment at AISJ.**

## Harassment and Bullying

At the American International School of Jeddah, it is expected that all community members will be free to learn, teach and work in a safe, secure and non-threatening environment based on mutual trust and respect. This includes respect of personal feelings, the traditions and customs of religions and cultures, and gender.

Each member of the AISJ community is expected to be responsible for his/her own behaviors, to exercise self-discipline, and to refrain from behaviors, which interfere with other members' right to learn and work in a safe and healthy environment.

**Harassment:** Any behavior or comment that is known, or should be known, to be inappropriate, unwanted, demeaning, or cruel that makes the victim, or target, feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via technology), putdowns, sexual references, gestures, name calling, humiliation, mean tricks or any action/communication that are interpreted in a negative manner. Harassment is sometimes a single act, but more often is composed of repeated acts performed over time.

**Bullying:** A form of harassment that is characterized by repeated and escalating incidence of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape. Bullying may be physically, verbal, social, sexual, gender, or cyber/technology based.

**Cyberbullying:** The use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.

### **Intervention**

Any form of harassment or bullying should be reported to the teacher, counselor or principal.

- Students who are found to be in violation of the school policy of harassment or bullying will be subject to appropriate interventionary action depending on the circumstances of the case as determined by the Administration.
- Repeated or severe violations may be subject to suspension or expulsion as determined by the Administration.

# Electronic Device Use & Guidelines

## Cell Phones

Middle School students are required to keep their cell phones put away during school hours or unless specifically approved by a teacher. Students needing to make or receive calls to parents / family may do so in the Office. If a student has repeated difficulties complying with this rule, the Principal may request a parent conference to address the student's behavior choices.

**Students are expected to comply fully, immediately and without argument when any staff member asks them for their cell phone or to put it away.**

## Required Device

**AISJ requires Middle School students to bring an iPad to school.** The BYOD (Bring Your Own Device) iPad program refers only to an iPad as a device. Devices such as Android/Windows based tablets and/or laptops are not included in our BYOD policy. If a student wishes to bring a laptop that is fine, however, an iPad must be in the student's possession every day.

**The AISJ Middle School is not liable for loss, damage or theft of any student's device.**

## Required iPad Specifications

- Minimum of iPad 2.
- 32 GB storage is recommended, but 16 GB storage is acceptable.
- iPads should have a protective cover with **keyboard case (recommended)**.

## General Use

- Students must bring their personal iPad to school each day.
- Students will ensure that iPad and keyboard is charged at the beginning of each school day.
- Students will ensure iPads is kept in their school bag on my trip to/from school.
- Students are responsible for their own device. Students may be fined and or reprimanded for the tampering, damaging, or taking of other student's electronic device.
- Students will immediately report any accidents or breakages to parents and teachers.

## Content

- Students will use the iPad only to support the learning program whilst at American International School of Jeddah.
- Teachers and parents can perform checks on the iPad **without** consent of the student to monitor that students have not installed illegal/unsuitable software applications and content and to check the websites which are visited.
- There will be **consequences** for inappropriate use as per behavior plan and the ICT cyber safety.
- Students are responsible to ensure the iPad is backed up.

## Cyber Safety & Security

- Whilst at school, Students will only connect an iPad to AISJ's Internet Service. Students are not permitted to access 3G Internet at school unless given explicit permission from a teacher at the time of use.
- Whilst at school, Students will only go to websites at school that support learning activities.
- Students will only use the school email account for mail related to their learning.
- Students will demonstrate etiquette when using their iPad and other equipment with regard to other people.
- For security reasons, students are not to share account names and passwords with anyone unless requested by American International School of Jeddah when servicing the iPad
- Students are responsible for the security and use of the iPad while at AISJ.

## Apps

- Students will comply with a teacher's request to have paid apps installed to their iPad. There will be a list of required apps given to the student by the child's advisory teacher at the beginning of the year. Other apps may be requested throughout the school year. The total value students will be responsible for will not exceed 100 SAR per school year.
- The purchasing and the installing of Apps is the responsibility of the students and parents.

**All electronic devices and personal belongings brought to school by students are expected to be used in a Respectful, Responsible, and Safe manner.**

- Any staff member at any time has the discretion to request that a student put an electronic device or personal belonging away or request that the student hand it to the staff member.
- Students who choose not to follow this policy will be subject to Administrative Intervention.
- Parents are respectfully reminded NOT to contact their children during class time.

**The AISJ Middle School is not liable for loss, damage or theft of any student's property.**



## Cafeteria Guidelines

- AISJ has a school cafeteria, which offers nutritious lunch options for students. Students may, however, bring packed lunches and snacks.
- Students may go to the cafeteria in the morning before school, during breaks and at lunch.
- The use of the cafeteria and cafe is a privilege. Students may be asked by staff to leave the cafeteria or cafe at any time.
- Students **may not** have lunch or any other food delivered to school from outside sources without prior administrative approval.

### **Middle School Students may purchase the following items from the Illy Cafe:**

- Water, Sandwiches, Bread, Mana'eesh, and Salads
- Middle School Students are **NOT** to purchase sugar-laden/caffeine products such as: pastries, cookies, cakes, ice-creams, syrup-based beverages, candies, coffees, etc.
- Middle School students attempting to buy these items will have them confiscated and returned at the end of the school day.

### **During Lunch, Students May:**

- Socialize with friends
- Visit teachers
- Visit Admin / Counselor
- Visit Library
- Engage in respectful and appropriate use of designated recreational areas

**Middle School students are asked to refrain from using electronic devices during lunch and breaks, except in the Library.**

## Administrative Interventions

### Lunchtime Detention

Students who receive a Lunchtime Detention will not be allowed to eat lunch with their peers. The specific location and duration of a Lunchtime Detention will vary according to the violation and students will be notified in advance. The parents of students who receive more than one Lunchtime Detention may be contacted by the administration.

### Internal Suspension

Students who receive an Internal Suspension may not be permitted to attend classes nor participate in any school activities / sports on the day of their suspension. Students may attend a class or classes based on the Principal's discretion (Test, Quiz, Group Project, etc.) Teachers will assign work for the student to complete during the day and it will be possible for credit to be given for work completed.

### External Suspension

Students who receive an External Suspension will not be granted access to the campus during the duration of their suspension. **Students will not be permitted to participate in any school activities / sports during the days of their suspension. Students are required to access Schoology to complete assignments as possible and all work must be made up within two school days upon their return.**

### Expulsion

Expulsion results in the student being dismissed from the American International School of Jeddah. All school records will be held until financial obligations are settled.

## Middle School Activities

### Week without Walls

Middle School would like to offer a single trip open to all grades for the 2017-2018 to a destination to be determined at a later date based on student safety, economic feasibility, and student interest. Students wishing to participate in Week Without Walls must be in Good Academic Standing with no behavioral concerns. Please be aware that students choosing to remain at AISJ during the designated Week Without Walls will have classes as normal.

### After School Activities & Co-Curricular Activities / Clubs Program Objectives

AISJ MS offers after school activities and clubs to provide our students with opportunities to:

- Explore new possibilities
- Develop interpersonal skills
- Develop leadership skills
- Develop organizational skills
- Develop life skills
- Enhance self--development
- Have fun!

#### After-School Guidelines:

AISJ offers many opportunities for after-school help, sports, and co-curricular activities. However, for the security and safety of all our students, the following guidelines must be followed:

- Students may stay after school for three reasons: attend office hours, an after school activity, or sports activity or club.
- Students may use the library after school, but must make prior arrangements with the librarian.
- Students waiting for drivers must wait by the gate.

**All children (including staff) must be under the supervision of an adult while on campus after school.**

### Participation in School Sanctioned Activities

- All students participating in activities, athletics or clubs are required to have a weekly **Grade Check Form** signed by all their subject teachers, indicating that they are maintaining **Good Academic Standing**.
- Students who are **Ineligible** or who are on **Academic Probation** are not permitted to participate in after-school activities, clubs or athletics, travel on school trips, or participate in events hosted at AISJ including practices and rehearsals.
- The **Grade Check Form** either recommends or waives a student from participating in **Academic Support Office Hours**.
- Due to the nature of international travel, visitor visas, and commitments made to host schools, students who become ineligible to participate within 15 calendar days of a tournament, trip or culminating activity will be considered eligible for that particular event.

## **National Junior Honor Society (NJHS)**

AISJ is affiliated with this national organization, which recognizes **scholarship, service, leadership, citizenship, and character**. Students are selected for membership following a faculty selection process, which evaluates the above areas. The first three quarters are considered for eligibility and an induction ceremony is held during fourth quarter.

## **Student Council**

The AISJ Middle School Student Council is the organizational group that represents the student body and serves as its governing body. The Middle School Student Council is involved in planning and supporting community projects and student activities. The Middle School Student Council offers a range of leadership roles, and all of its members are expected to support the spirit of the middle school. Any interested students may put their names forward to serve on the Student Council. There is an election process, which is held during the fourth quarter of the previous year for officers. Advisory Representatives are selected at the beginning of the school year.

## **Model United Nations (MUN)**

The Model United Nations Club is an organization in which students participate in a simulation of the United Nations General Assembly and its committees. In the MUN, students play the role of representatives from UN member states and other international organizations and debate on a number of topics that include current and/or historical issues. As a delegate, students make speeches, prepare draft resolutions, negotiate with allies and adversaries and create solutions to resolve conflicts. MUN provides opportunities for the development of a variety of skills such as public speaking, research, problem-solving and conflict resolution. MUN is an ideal club as it promotes students' interest in the world around them and broadens students' knowledge in a variety of subjects. Simply put, the club assists in developing the "global citizen."

**All students who enroll in MUN as an elective have the opportunity to attend an MUN Conference, which takes place in New York City every spring.**

# Student Services

## Advisory

Advisory is the heart of a good middle school program. A strong advisory program provides young adolescents with an opportunity to build positive relationships with both peers and their advisor. Each student at AISJ is assigned an Advisory class which meets every Tuesday to address important issues relevant to school, peers, adolescence, and life. Students will discuss positive character qualities, take part in engaging activities and discussions, learn about themselves, and strive to develop a healthy self-image to carry them through adolescence. The advisor plays an important role in guiding group activities, serving as an advocate for each student, and communicating with teachers and parents.

## Guidance Program

It is our belief that the educational process is a partnership, which includes students, teachers, counselors and parents. For this reason, counselors are available to work with students individually or in groups, in these areas:

- Academic
- Personal
- Career
- Social

## Referral Process for Individual Counseling Services

Students may be referred by parents, teachers, or they may self--refer to the counselor for counseling on an individual basis. If the problem or issue requiring counseling is easily resolved in a short time, then the counselor will schedule time to work with the student. If the problem is more serious or beyond the scope of school counseling and is likely to require long-term counseling, the counselor will provide the family with names and contact information for private counselors available in Jeddah.

## Referral Process for Academic Concerns

### Consultation:

Teacher or parent meets with the counselor to discuss the particular student and the student is placed on the next team meeting agenda. Teacher referrals must be made in writing using the referral form(s). Data from the MAP test will be used to identify areas of concern.

### Team Meetings:

Counselor and teachers gather information about the student from different sources. Samples of work and written impressions from teachers are collected as well as a cumulative file review is conducted. Suggestions for any additional classroom interventions are discussed and recommendations implemented.

**Parent/Teacher Conferences:**

A conference with the parent, teacher and counselor is scheduled to discuss the student's progress and share concerns. Recommendations are made regarding continuing with classroom interventions, involving outside resources (ie. tutoring). The principal may also be present.

**Student Support Team Conferences:**

Evaluations/assessment results are discussed with principal, teachers, counselor and parents. Recommendations regarding classroom modifications and placement are discussed.

**At Risk Status:**

A student is considered academically "At Risk" if the student has received at least two "D's or one "F" in a subject during the previous marking period. The counselor will meet with these students, their parents, and teachers to guide the concerned parties in creating a Student Improvement Plan to help the student.

**Scheduling:**

The Principal will be responsible for developing the master schedule. The Counselor will distribute schedules and resolve individual student schedule conflicts. Middle School schedules will be distributed to students as they become available. **Student schedules will not be altered unless exceptional circumstances exist. Any course change request will be subject to the approval of the Principal's.**

## Special Services

**Learning Support Services (LS):**

Students who are having academic difficulties that cannot be addressed through the Student Improvement Plan can be referred to the Learning Support Coordinator for further investigation.

Students who have documented learning differences are afforded placement into the Learning Support (LS) program. Within this program, the student is instructed by a dedicated team of specialists who are able to assist the student reach learning goals on an Individualized Learning Plan. The student is integrated into regular classes and provided support as needed by the LS team. At times, a student may be pulled out of a class to be given individual support as needed.

**Speech Language Pathology (SLP):**

AISJ MS offers the services of a licensed Speech Language Pathologist to students who qualify for that service. Students may be referred for testing by a teacher or may have had SLP services at another school and can continue here.

**English Language Learners (ELL):**

AISJ MS offers ELL classes for students who have limited English language proficiency. Students are tested by our licensed ELL teacher and placed into ELL classes based on ability. ELL students attend all other regular curriculum classes and are provided in-class support as needed.

## Health Services

There is a registered nurse available during school hours. If a middle school student feels ill, he/she should ask his/her teacher for a pass to visit the nurse. If a student feels ill during lunch or break, he/she must get a pass from the MS Office to visit the Nurse. If the nurse feels that the student is too ill to return to class, parents will be contacted, and the student will be sent home to seek further medical attention,

Parents must notify the school nurse when a doctor has diagnosed a student as having a communicable disease. If a student is diagnosed with a contagious disease, he/she can only return to school after receiving written permission from the doctor and submitting the note to the nurse prior to returning to class.

### Fever

If a person has a fever, they **must remain at home** until they have been fever free for a minimum of 24 hours, without medicine, before they return to school.

### Medications

The school nurse must administer all medication that is taken during school hours. Medicines are administered to the student only with written permission from the doctor or the parents. Any prescription drugs required by a student during school hours must be given to the nurse complete with the student's name, class, time, and dose to be given. Students are responsible for getting to the nurse's office on time for their medicine. All medicines must be left at the school clinic unless special arrangements have been made with the nurse. Misuse of prescribed drugs is also considered an act subject to disciplinary action.

### Student Injury or Illness at School

If a student becomes ill or injured during the school day, the school nurse may administer simple medication indicated by the parent on the school health form (available in the registrar's office). If a student has to go home, parents will be contacted to pick him/her up. Students who are ill or injured will not be permitted to leave the campus without first reporting to the nurse's office.



**AISJ Community Guide**

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